

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### COORDINATOR, DISTRICT MATH/SCIENCE COACH

#### Two Year, Grant Funded Position

#### QUALIFICATIONS:

- (1) Must have a Bachelor's or higher Degree in Elementary Education, and/or emphasis on Math and/or Science certification.
- (2) Valid Florida Teaching Certificate.
- (3) Demonstrated leadership ability.
- (4) High energy and enthusiasm level.
- (5) Minimum 5 years teaching experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Coaches are expected to have experience as successful classroom teachers, to exhibit knowledge of scientifically based research in math/science, and to use varied teaching methods. Coaches are expected to have knowledge of current trends, research, data analysis, and best practices related to math, science and education. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Coaches should be excellent communicators with outstanding presentation, interpersonal, and time management skills. Coaches should exhibit knowledge in the use of progress monitoring data to inform and guide instruction.

#### REPORTS TO:

Assistant Superintendent

#### JOB GOAL

To serve as a resource for professional development throughout the district and to generate improvement in academic student achievement for math and science

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- (1) Administration and analysis of instructional assessments and learning strategies.
- (2) Model and provide differentiated instructional strategies for teachers.
- (3) Train staff in data analysis and using data to differentiate instruction.
- (4) Coach and mentor new and identified teachers.
- (5) Work with staff to ensure that research-based math/science programs (supplemental programs and comprehensive interventional programs) are implemented with fidelity.
- (6) -Help lead and support related leadership teams through the District.
- (7) Continue to increase their knowledge base in Math/Science best practices.
- (8) Work with **all** Math/Science Coaches and all content area teachers (including ESE and content area). Prioritize time to those teachers, activities, and roles that will have the greatest impact on student achievement, namely coaching and mentoring in classrooms.
- (9) Work with staff to implement with fidelity the state and district-approved Math/Science curriculum maps.
- (10) Coordinate the adoption of new Math/Science curriculum across the District.
- (11) Coordinate the development, implementation and evaluation on district Math/Science initiatives.
- (12) Coordinate, monitor, assist and evaluate curriculum studies, special projects and federal and state

legislation.

- (13) Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials and equipment.
- (14) Maintain a close working relationship with school and district administrators to ensure information exchange, coordination of efforts, and general support for ESSA (Every Student Succeeds ACT).
- (15) Assist in the development of curriculum and instructional activities designed to achieve priority goals identified through the district's planning process.
- (16) Prepare all required reports and maintain all appropriate records.
- (17) Perform all other duties assigned.
- (18) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement Code 10**  
**Salary Index 0.8493 of the Administrative Salary Schedule**  
**DOE Job Code 63008**

**Board Approval 04/27/2021**